

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF EDUCATION		Certification and Accreditation (Teacher Education Section)
AGENCY		DIVISION
Item No.	Description	Retention
1	<p>TEACHER EDUCATION PROGRAM EVALUATION RECORDS</p> <p>The following records result from the college's preparation for a State team evaluation of college teacher education programs, the on-site evaluation and report, and approval resulting from the visit.</p> <p>a. <u>Detail Working Documents</u></p> <ul style="list-style-type: none">(1) College's self-study documents in preparation for a State team visit(2) Final report of State team visit and evaluation of college teacher education program(3) College response to the final report <p>b. <u>Official Approval Records</u></p> <ul style="list-style-type: none">(1) State Superintendent's letters of approval of teacher education programs(2) Reciprocity lists - interstate and National Association of State Directors of Teacher Education and Certification (NASDEC)	<p>RETAIN FIVE YEARS, THEN DESTROY</p> <p>RETAIN PERMANENTLY</p>
2	<p>TEACHER RECRUITMENT REFERENCE FILE</p> <p>Records assembled for administrative convenience of the teacher recruitment function from information obtained from local school systems. The school systems retain record copies of this information.</p>	<p>NON-RECORD, DESTROY WHEN NO LONGER NEEDED</p>

Schedule approved by Department, Agency or Division Representative

Assistant State Superintendent in
Certification and Accreditation

1-18-77

Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary

Item No.	Description	Retention
2	<p>(Continued)</p> <p>The following are included in this category:</p> <ul style="list-style-type: none"> a. Teacher Referral Forms <ul style="list-style-type: none"> (1) Profile forms b. Advisory Placement Survey <ul style="list-style-type: none"> (1) Lists of Professional openings in Maryland public schools 	